

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: K-12 English Language Development Instructional Coach

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services, the K-12 English Language Development Instructional Coach serves outside the classroom setting for assignments as determined by the District's needs and specified by the Assistant Superintendent. Provide direct intensive curriculum and instructional support services, including effective strategies and interventions in the assigned area. Assist in providing support to site administrators and teachers in the improvement of the assigned area.

ESSENTIAL DUTIES:

- Implement the philosophy, goals, objectives, and policies adopted by the Board of Education.
- Provide direct technical assistance and instructional support to administrators and classroom teachers to facilitate strategic planning, curriculum enhancements, development, and instructional issues in support of district priorities and results.
- Identify best practices regarding teaching, instruction, and assessment in the assigned area, as well as staff development resources.
- Monitor school progress towards achieving the district goals by reviewing and analyzing data to ensure all decisions and program implementations are data-driven.
- Collaborate with other departments to align curriculum, strategies, and support services to provide for seamless district-wide transitions.
- Visit school sites and classrooms to assist site administrators in monitoring the effective implementation of programs.
- Assist the site principals in setting goals for improved instruction and in monitoring student achievement data to make informed instructional decisions.
- Use knowledge of state standards-based assessment, scoring, and reporting methods to aid in the design of school improvement programs.
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the California State Standards.
- Serve as a resource person to ensure program goals meet the specialized needs of students.
- Collaborate with staff to develop and implement an integrated curriculum related to improving student achievement and closing the achievement gap.
- Facilitate meetings of ELD Site Leads for professional development, curriculum alignment, and the improvement of instructional practices.
- Provide instructional leadership in assigned areas to schools to accelerate proficiency and academic achievement for all students, especially groups that have not yet reached proficiency.

OTHER REPRESENTATIVE DUTIES:

- Participating in Professional Learning Communities (PLCs).
- Preparing and presenting professional development for site staff on ELD.
- Keeping abreast of changing curriculum and assessment in the area of ELD.
- Perform other related duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Language acquisition and English language development practices that best support instruction for students at all levels.
- Student behavior management and techniques.
- Strategies for working with individuals and groups.
- Principles of training and providing work direction.
- Analyzing assessment and other relevant data to assist in creating goals and objectives and evaluating the effectiveness of program services.
- Thorough understanding of the California State Standards.
- Culture, lifestyles, educational, and social needs of ethnic minority students and children of poverty.
- Interpersonal skills using tact, patience, and courtesy.
- Computer technology and software skills.

Ability to:

- Assess English learners to determine the appropriate instructional level and monitor their progress.
- Develop and implement strategic lessons.
- Effectively communicate with students, staff, and parents.
- Develop and maintain sensitivity to the needs of the English learner.
- Provide and maintain an effective environment for student learning.
- Read, interpret, and apply legal mandates, policies, rules, regulations, and operational procedures pertaining to school and departmental operations.
- Develop goals and objectives; establish and meet schedules and timelines; work with discretion and confidentiality.
- Define projects and specifications; manage a variety of projects simultaneously; prepare clear, concise management reports.
- Establish and maintain cooperative and effective working relationships.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Exchange and retrieve information in person and on the telephone.
- Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

MINIMUM QUALIFICATIONS:

Credential:

Possession of a valid California Teaching Credential, including CLAD or B-CLAD certificate.

Education:

Bachelor's Degree, including all courses needed to meet credential requirements.

Experience:

- Five (5) years of successful teaching experience.
- Knowledge of teaching ELD to students, language acquisition strategies, interventions, assessments, and monitoring student progress.
- Experience in diverse-language-setting classrooms is desired.
- A strong background in effective implementation of professional development, data assessment, and instructional coaching, as well as training in the subject area.
- Experience in design, implementation, and monitoring of programs and presentation of high-quality staff development, including strategies such as Sheltered Instruction Observation Protocol (SIOP), Guided Language Acquisition Design (GLAD), and English Language Development (ELD) standards

Personal Qualities:

Appearance, grooming, and personality which established a desirable example for pupils. Ability to meet District standards for physical or mental health. Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office and classroom environment.

Physical Requirements:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

- Ability to frequently lift and/or move up to 15 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions, and limitations of assigned duties.